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10

OFFICE OF TRAINING SCHEDULE OF COURSES

July - December 1970

January - June 1971 (Tentative)

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PREFACE

Beginning with this issue of the Schedule of Courses, the Office of Training will publish confirmed dates for the next six months and tentative dates for the following six months. Undoubtedly, there will be changes in the second period, but they will be minor. Confirmed dates for the second six months will be issued before January 1971. We hope that publication of dates a year in advance will be of assistance to Training Officers for planning purposes. Note that this Schedule can be inserted in a loose-leaf notebook, which is the format for the projected OTR Catalog of Courses. This catalog should be distributed to all Training Officers within the next few months. It will contain comprehensive descriptions of all OTR Courses as well as most of the component-conducted courses. A few of these component-conducted courses have been included in this Schedule and are identified by Office Symbols in parentheses following the course title.

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OFFICE OF TRAINING
SCHEDULE OF COURSES

	<u>1970</u>	<u>1971</u>
Administrative Procedures 3 1/2 or 5 days - full time	31 Aug- 4 Sept 21-25 Sept 19-23 Oct 16-20 Nov 7-11 Dec	11-15 Jan 8-12 Feb 15-19 Mar 12-16 Apr 10-14 May 14-18 Jun
ADP Orientation (OCS) 3 days - full time	4- 6 Aug 15-17 Sept 20-22 Oct	26-28 Jan 16-18 Mar 20-22 Apr 1- 3 Jun
Advanced Intelligence Seminar 2 weeks - full time	12-23 Oct	8-19 Mar 10-21 May
Advanced Management (Planning) 1 week - full time	11-16 Oct 15-20 Nov	10-15 Jan 21-26 Feb 11-16 Apr 20-25 Jun
Advanced Operations (PDP) 8 weeks - full time 25X1A	28 Sept-20 Nov	11 Jan- 5 Mar 5 Apr-28 May
<div style="background-color: black; height: 40px; width: 100%;"></div>		
Basic Country Survey: USSR 2 weeks - full time	7-18 Dec	26 Apr- 7 May
Budget Process (O/PPB) 1 week - part time	16-20 Nov	To be announced
Chiefs of Station Seminar 2 weeks - full time	19-30 Oct	15-26 Mar 26 Apr- 7 May
China Familiarization 1 week - full time	14-18 Sept 9-13 Nov	15-19 Feb 19-23 Apr 7-11 Jun

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25X1A

1970

1971

[REDACTED]		
1 week - full time	16-20 Nov	29 Mar- 2 Apr
CIA Review		
1/2 day - morning	14 Jul	12 Jan
	11 Aug	9 Feb
	8 Sept	9 Mar
	13 Oct	13 Apr
	10 Nov	11 May
	8 Dec	8 Jun
Clandestine Scientific & Technical Operations		
2 weeks - full time	19-30 Oct	26 Apr- 7 May
Clandestine Service Records I		
3 days - part time	9,10,11 Sept	22,24,26 Feb
	8,9 Oct	5,7,9 Apr (CTs)
	30 Nov,2,4 Dec	14,16,18 Jun
Clandestine Service Records II		
1 week - part time	14-18 Sept	1- 5 Mar
	12-16 Oct	12-16 Apr (CTs)
	7-11 Dec	10-14 May
		21-25 Jun
Clandestine Service Records III		
2 days - part time	21,22 Sept	8,9 Mar
	14,15 Dec	28,29 Jun
Clerical Refresher		
4 weeks - part time	5-31 Jul	11 Jan- 5 Feb
	10 Aug- 4 Sept	16 Feb-12 Mar
	14 Sept- 9 Oct	22 Mar-16 Apr
	19 Oct-13 Nov	26 Apr-21 May
	23 Nov-18 Dec	1-25 Jun
Conference Participations		
(Given on request)		
Counterintelligence Operations		
2 weeks - full time	28 Sept- 9 Oct	8-19 Mar
	7-18 Dec	10-21 May
Counterintelligence Survey		
1 week - full time	31 Aug- 4 Sept	8-12 Feb
	16-20 Nov	12-16 Apr
Covert Action Operations Seminar		
3 days and 3 evenings	25-28 Oct	17-21 Jan
		11-14 Apr

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	<u>1970</u>	<u>1971</u>
Effective Listening - 1 day (Given on request)		
European Operations 1 week - full time	2- 6 Nov	8-12 Mar
Field Finance and Logistics 3 weeks - full time	20 Jul- 7 Aug 31 Aug-18 Sept 2-20 Nov	4-22 Jan 22 Feb-12 Mar 17 May- 4 Jun
Field Operations Familiarization (Formerly Operations Support) 3 weeks - full time	14 Sept- 2 Oct 19 Oct- 6 Nov 30 Nov-18 Dec	1-19 Feb 5-23 Apr 7-25 Jun
Geography of Communist China 3 weeks - part time (MWF)	12-30 Oct	14 Jun-10 Jul
Geography of USSR (Given on request)		
Information Reporting, Reports, and Requirements 3 weeks - full time	6-24 Jul 8-25 Sept 2-20 Nov	8-26 Mar 10-28 May
Information Reports Familiarization 1 week - full time	24-28 Aug 5- 9 Oct 19-23 Oct 14-18 Dec	18-22 Jan 8-12 Feb 5- 9 Apr
Intelligence and World Affairs (CTs) 5 weeks - full time	13 Jul-14 Aug	11 Jan-12 Feb
Intelligence Briefing 4 weeks - part time (M,W)	14 Sept- 7 Oct 9 Nov- 2 Dec	11 Jan- 3 Feb 29 Mar-21 Apr (NPIC) 17 May- 9 Jun
Intelligence Production (CTs) 8 weeks - full time	12 Oct- 4 Dec	12 Apr- 3 Jun
Intelligence Research Techniques (Given on request)		

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Intelligence Techniques (CTs) 3 weeks - full time	17 Aug- 4 Sept	15 Feb- 5 Mar
Introduction to Communism 2 weeks - full time	24 Aug- 4 Sept 5-16 Oct 9-20 Nov	1-12 Mar 5-16 Apr 10-21 May 14-25 Jun
Introduction to Covert Action 4 days - full time	7-10 Dec	8-11 Mar 17-20 May
Introduction to Intelligence 2 weeks - full time	10-21 Aug 21 Sept- 2 Oct 26 Oct- 6 Nov	15-26 Feb 22 Mar- 2 Apr 26 Apr- 7 May 1-11 Jun
Introduction to Map Reading & Imagery Analysis 8 days - full time - over a three week period	14-30 Sept	15-31 Mar
JCS-DIA Orientation 2 days - full time	1- 2 Dec	25-26 May
Labor Operations Seminar (Given on request)		
LANGUAGE COURSES (3 students minimum)		

1. Full-time Courses -- Reading and Speaking

a. For beginning students - 28 weeks

French -- 13 July 70, 14 September 70, 2 November 70,
4 January 71, 1 March 71, 3 May 71

Spanish -- 13 July 70, 14 September 70, 2 November 70,
4 January 71, 1 March 71, 3 May 71

German -- 13 July 70, 14 September 70, 2 November 70,
4 January 71, 1 March 71, 3 May 71

b. For beginning students - 11 months

Chinese -- 13 July 70, 4 January 71

Japanese -- 14 September 70, 1 March 71

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- c. Other languages* -- 14 September 70, 4 January 71,
3 May 71

Romanian	Persian
Portuguese	Russian
Italian	Arabic
Thai	Serbo-Croatian
Vietnamese	Polish
Indonesian	Czech

*Full-time Swedish, Greek, Lao and Turkish are scheduled on a negotiated basis with the responsible Agency components.

2. Part-time Courses -- Reading and Speaking

- a. For beginning students - 20 weeks, M-W-F, a.m. or p.m.
Tu-Th, a.m. or p.m.

French -- 14 September 70, 4 January 71, 3 May 71

Spanish -- 14 September 70, 4 January 71, 3 May 71

German -- 14 September 70, 4 January 71, 3 May 71

- b. Other languages** -- 14 September 70, 4 January 71,
3 May 71

**Part-time training may be offered at other times depending on the availability of instructors.

3. Before-and-After Hours Language Training Program
(10 students minimum)

- a. Eighteen weeks, M-W-Th, 0730-0930 or 1600-1800, offered in French, Spanish, Italian, German and Russian. Beginning and advanced classes.

First Semester - 14 September 70 - 28 January 71

Second Semester - 8 February 71 - 10 June 71

Laos Orientation/Operations (DDP/FE [REDACTED])			25X1A
3 weeks - full time	3-21 Aug	1-19 Feb	
	2-20 Nov	3-21 May	

Laos Wives Orientation (DDP/FE [REDACTED])		25X1A
1 day - full time		
Given during third week of scheduled Laos Orientation		

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Management		
1 week - full time	26-30 Oct 7-11 Dec	1- 5 Feb 29 Mar- 2 Apr 7-11 Jun
Managerial Grid		
1 week - full time	18-23 Oct 29 Nov- 4 Dec	21-26 Mar 23-28 May
Midcareer Executive Development		
6 weeks - full time	30 Aug- 9 Oct 1 Nov-11 Dec	17 Jan-26 Feb 4 Apr-14 May 13 Jun-23 Jul
Operational Interrogation		
3 weeks - full time	5-23 Oct	15 Feb- 5 Mar 26 Apr-14 May
Operations Course		
16 weeks - full time	19 Oct-19 Feb	26 Apr-13 Aug
Operations Familiarization		
4 weeks - full time	8 Sept- 2 Oct	8 Mar- 2 Apr
Operations Support - See Field Operations Familiarization		
Orientation for Overseas		
2 days - full time	7- 8 Jul 4- 5 Aug 1- 2 Sept 6- 7 Oct 3- 4 Nov 1- 2 Dec	5- 6 Jan 2- 3 Feb 2- 3 Mar 6- 7 Apr 4- 5 May 1- 2 Jun

25X1A

Politics Workshop
(Given on request)

Project ~~USEFUL~~
1 week - full time 21-25 Sept

Reading Improvement (Contract with Non-Agency facility)
To be announced

Senior Management Seminar (Planning)
1 week - full time 4- 9 Oct 2- 7 May

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	<u>1970</u>	<u>1971</u>
Soviet Bloc Operations 2 weeks - full time	5-16 Oct 7-18 Dec	1-12 Feb 12-28 Apr 7-18 Jun
Special Clandestine Operations Orientation for DDS&T 1 week - full time	14-18 Sept	15-19 Feb
Special Orientation for Agency Representatives Attending Senior Officer Schools 3 days - full time		28-30 Jun
Supervision 1 week - full time	5- 9 Oct 14-18 Dec	1- 5 Mar 10-14 May 28 Jun- 2 Jul
Support Services (CTs) 6 weeks - full time	12 Oct-20 Nov	12 Apr-21 May
Support Services Review: Trends & Highlights 1 week - full time	14-18 Sept 26-30 Oct 7-11 Dec	8-12 Mar 26-30 Apr 7-11 Jun
25X1A Vietnam Operations (DDP/FE [REDACTED]) 4 weeks - full time	3-28 Aug 5-30 Oct 30 Nov-25 Dec	1-26 Feb 5-30 Apr 7 Jun-2 Jul
25X1A Vietnam Orientation (DDP/FE [REDACTED]) 4 weeks - full time	6-31 Jul 7 Sept- 2 Oct 2-25 Nov	4-29 Jan 1-26 Mar 3-28 May
Vietnam Wives Safehaven Orientation 1 day - full time Given during third week of scheduled Vietnam Orientation		
*Writing Workshop (Basic) 4 weeks - part time - T,Th	15 Sept- 8 Oct	5-28 Jan 16 Mar- 8 Apr 29 Jun-22 Jul
*Writing Workshop (Intermediate) 4 weeks - part time - M,W	14 Sept- 7 Oct	15 Mar- 7 Apr 28 Jun-21 Jul
25X1A Writing Workshop (Special)	Jul [REDACTED] Nov (NPIC)	
*Others may be scheduled on request		

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